**Purpose**

To ensure school staff understand their supervision and yard duty responsibilities.

Adequate supervision of students in the school yard is a requirement of the school’s duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas eg toilet blocks if need be by a teacher of the other gender) This policy also covers students whilst attending the Out of School Hours Care program which operates from 7.00AM – 8.45AM and 3.30PM – 6.30PM. (see OSHC Policy)

**Scope**

This policy applies to all teaching and non-teaching staff at Cockatoo Primary School, including education support staff, casual relief teachers and visiting teachers.

**Policy**

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision and yard duty in place during school hours, before and after school, on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am

The school will provide staff supervision for students after school between 3.30pm and until the second bus leaves the school ground. This information is provided to parents/guardians on a regular basis via the school newsletter.

On arrival at school prior to 8.45AM, bus travellers are to play under the under covered area between the school buildings, attend Breakfast Club or Out of School Hours Care.

Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

The OSHC staff will supervise students when attending the program during the following hours:

7.00AM – 8.45AM and 3.30PM – 6.30PM. No student shall attend the toilet alone. An adult will supervise students attending the toilet. When students are participating in outside play, OSHC staff will supervise the students. The ratio of 1:15 must be maintained at all times.

Parents and careers should not allow their children to attend Cockatoo Primary School outside of these hours.

Families are encouraged to contact school admin on 59688 017 for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/career to:

• advise of the supervision arrangements before school

• request that the parent/ career make alternate arrangements.

Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

• attempt to contact the parents/carers

• attempt to contact the emergency contacts

• place the student in an out of school hours care program (if available)

• contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

**Yard duty**

All staff at Cockatoo Primary School are expected to assist with yard duty supervision. A roster system will be used to timetable staff members for yard supervision. The yard supervision roster will require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days. The roster will require a minimum of two staff members on duty at any one time during lunch and recess breaks, each responsible for supervising a designated area of the school. Before and after school only one supervising teacher will be on duty.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

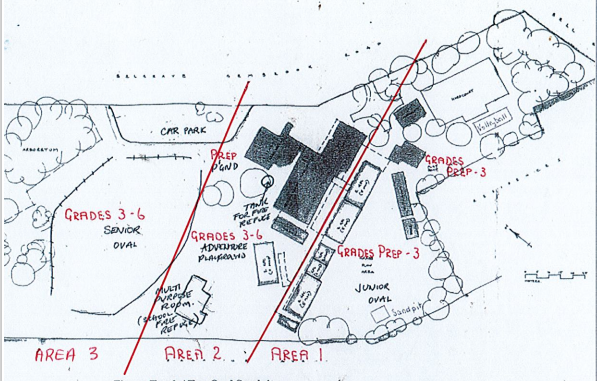
The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Cockatoo Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school

|  |  |
| --- | --- |
| **Area 1** | **Area 2** |
| * Junior playground * Basketball court area to Bell St fence * Junior oval & fitness track * Undercover way * Junior & Senior toilet blocks | * MPR perimeter & canteen * Prep playground * Undercover way * Junior & Senior toilet blocks |

**Area 3**

* Senior playground



Yard Duty equipment

Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil.

School staff must:

* wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vest will be stored on hooks on the left just inside the staff room door.
* Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored on hooks on the left just inside the staff room door.
* Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bag

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

**Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

* methodically move around the designated zone ensuring active supervision of all students Staff are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
* where safe to do so staff on yard supervision must approach unknown people in the yard, or alternatively send a child to the office to seek assistance.
* be alert and vigilant
* intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
* enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school’s Student Engagement and Wellbeing policy
* ensure that students who require first aid assistance receive it as soon as practicable
* log any incidents or near misses as appropriate in the Yard Duty Book.
* Yard duty staff members will keep a record of individual student behavior in particular acknowledging those students who display the school’s values.
* Staff are advised to wear hats and sun block during periods of hot weather.
* Staff members must be prompt in arriving at their yard duty location on time.

If being relieved of their yard duty shift by another staff member, ensure that a brief but adequate verbal ‘handover’ is given to the next staff member in relation to any issues which may have arisen during the first shift.

Staff who are rostered for yard duty must remain in the designated area until a relieving teacher replaces them. Changeover takes place under the covered way outside the staffroom.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the yard duty roster coordinator or Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. Staff members who are aware that

they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member or discuss the matter with the coordinating teacher.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the principal or nominee but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

In addition, office staff members and ES staff will be responsible for supervision of the first aid room during recess and lunch times.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office/Year Level Coordinator for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If students need to leave the classroom, they must be in pairs.

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved and will follow the supervision requirements in the Department of Education Excursions Policy.

Digital devices and virtual classroom

Cockatoo Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Cockatoo Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a teacher.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will also be made with the police and the Department’s Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school via the school office if departing prior to dismissal time.   
A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student’s name, grade, the time of departure and the name of the person collecting the student.

* No parents/carers are permitted to take students directly from the classroom.
* Students can only be collected by a responsible person 16 years and over.
* No students will be sent home on their own outside of normal dismissal time.

**COMMUNICATION**

This policy will be communicated to our school community in the following

* Included in staff induction processes
* School website
* Discussed at staff briefings or meetings, as required
* Included in our staff handbook
* Included as a reference in our school newsletter each term
* Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

**Further Information and Resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
  + [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
  + [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
  + [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
  + [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)
  + [Structured Workplace Learning](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
  + [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
  + [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
  + [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed | June 2025 |
| Approved by | Principal |
| Next scheduled review date | June 2027 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Cockatoo Primary Schools yard duty and supervision arrangements.